



11 FISCAL/EQUIPMENT MANAGEMENT

Effective: 03/1/98

11.8 Putting DAISy on Existing Agency Infrastructure

Revised: 11/01/02

POLICY: Specific requirements must be met before placing DAISy computers onto a local agency's local area network (LAN) or wide area network (WAN) cabling infrastructure. The following policy is established in order to maintain the standards of the WIC data system.

BACKGROUND: This policy should be shared with local agency computer staff before putting DAISy computers on a local agency LAN/WAN cabling infrastructure. WIC computers functioning on Agency LAN/WAN prior to July 1st, 2001 may follow the policy established on March 1, 1998. Any new LAN/WAN setups after July 1st, 2001, must comply with this policy. This policy includes computers connected to a LAN/WAN cabling system, but not actually logging into a LAN (e.g. no user-id or password on the LAN).

PROCEDURE:

A. AGENCY RESPONSIBILITY

1. The ability of DAISy to be functional on the WIC DAISy computers takes precedence over network operation. There are many advantages to being connected to an Agency's network cabling, and the State Office encourages such connectivity.
2. Local agency IT staff will be responsible for resolving any LAN/WAN connection or computer configuration problems that can be shown to be a result of connecting the DAISy computers and WIC supplied printers to the LAN/WAN, or adding any non-WIC software to DAISy computers. The Help Desk at the ADP contractor (currently Covansys, Inc.) and the State WIC Office staff will not resolve these types of problems once a DAISy PC is added to an internal LAN.
3. If an agency adds a DAISy PC to a LAN/WAN, it is the responsibility of the agency to verify with the ADP contractor, that the telecommunication process (both uploads and the receipt of updates), is working properly. The verification process can be facilitated by the WIC Hardware and Network Manager at the State WIC Office.
4. If electronic mail is loaded on any WIC computer, it is the agency's responsibility to maintain the email client software (GroupWise, Outlook, Lotus Notes, etc) and any updates. In the event of a hardware failure, or new computer installation, the State WIC Office will ask the local agency IT staff to load the email client software.



B. NON-STANDARD COMPUTERS

1. The State WIC Office must give prior approval of new non-standard computers to be used to run the WIC DAISy software.
2. The State is asking that the following requirements be met if a non-standard PC is purchased: Compaq computers with Intel Pentium processors, memory of 128 megabytes, a processor speed of 300 megahertz or higher, and an operating system of Windows NT, running Service Pack 5. Questions related to networks and system hardware can be directed to the WIC System Hardware and Network Manager at the State WIC Office.